

Headquarters 2006 Separation Incentive (Buyout) Application

Date: _____

Print Name (Last, First, MI): _____

Title/Series/Grade: _____

Mission Directorate /
Mission Support Office (Parent Org): _____

Division / Branch / Office: _____

Phone Number: _____

Instructions:

- Complete information above and on the attached agreement
- Return the original signed/dated application and agreement to Work Station 4L14 (box on counter) Not Later Than 4:00 p.m., December 16, 2005, in the Headquarters Human Resources Management Division.
- Additional information can be obtained from the NASA Headquarters Buyout Web-site at <http://www.hq.nasa.gov/buyout2006>

Enclosure 2

Headquarters 2006 Separation Incentive (Buyout) Agreement

I wish to voluntarily apply for a separation incentive payment (buyout). My application is made with the following understanding:

- I agree to separate from the Federal service on the date indicated on this application (or a date mutually agreed upon with the Agency) in return for payment of a voluntary separation incentive (buyout).
- I understand that my separation is voluntary and generally can be withdrawn by me at any time prior to separation.
- I further understand that the Agency may choose not to honor my request to withdraw my retirement/resignation and require me to separate with a buyout on the agreed upon date, if harm or disruption would occur as a result of my retention in the Federal service. In such an event, the Agency would provide me with the reason to deny my request.
- If I take a job for pay with the Federal Government within 5 years of my separation date, I must repay the entire amount of the incentive unless a waiver is approved by OPM.
- I will not be eligible to enter into a "personal services" contract with the Federal Government for 5 years from the date of my separation, unless I repay the entire amount of the incentive (I understand that a personal services contract is with me, as an individual, contracting directly with the Federal Government to provide services).
- To receive a separation incentive payment (buyout), my separation date must be on or before **January 3, 2006**. I understand NASA may delay this date if my current task is mission critical. I will be advised of the alternative date.
- If I subsequently apply and am approved for disability retirement, or an alternative form of annuity (AFA) based on a life-threatening condition, I will be required to repay the entire amount of the buyout. (I understand this will only occur if the disabling or life-threatening condition is present at the time I receive the buyout).
- I understand that to continue health benefits coverage into retirement, I must have been enrolled continuously in the Federal Employees Health Benefit (FEHB) program for an OPM specified period of time, normally 5 years. I am responsible for insuring I meet eligibility requirements.
- I understand that since my separation is voluntary, I may not be eligible under my States' laws for unemployment compensation.
- I understand that my organization, and other Headquarters organizations that have a responsibility for employee clearance activities, will be made aware of my intent to separate.
- I understand that I may possess a critical competency required at another NASA Center involved in the buyout, however I am unwilling to relocate. As a result, I request NASA to proceed with my request for a buyout.

I plan on voluntarily **retiring** / **resigning** (circle one) effective: _____. I understand that I must submit a signed retirement application, if retiring, or signed resignation letter, if resigning.

Employee's Signature

Date

Headquarters Approval

Date